

Purchasing Cardholder Agreement

- Traditional Purchasing Card
- Special Purpose Declining Balance Purchasing Card

I acknowledge receipt of, or access to, the Gettysburg College Purchasing Card Cardholder's Guide and confirm that I have read and understand the terms and conditions for use of my purchasing card.

I agree to comply with all Gettysburg College policies and the policies of my department for use of my purchasing card.

I agree to adhere to Gettysburg College procedures and the procedures of my department for use and administration of my purchasing card.

I understand that Gettysburg College is liable for all charges made to my purchasing card account and misuse of my card may result in disciplinary action to and possible legal action against me.

I understand that Gettysburg College may terminate my right to use my purchasing card at any time. I agree to return the card to Gettysburg College upon request or separation of employment.

I agree to notify VISA and the Purchasing Card administrators immediately if my card is lost or stolen or if I have knowledge of any lost or stolen Gettysburg College purchasing cards.

I, _____, hereby acknowledge receipt of Gettysburg College VISA Card #

_____ - _____ - _____ - _____

Signature _____ Date _____